

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original Employee Pre-Travel Authorization (Form RE-1), AND
☐ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): Dec. 3-4, 2017

Name of accompanying family member (if any): NA

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$455	\$299	\$55	\$20 UN Tour
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Dinner with UN officials, meeting with USUN officials
and several meetings at UN headquarters with various
subject matter experts. Also included a tour of UN facilities.

Dec 19, 2017
(Date)

Stephen M. Smith
(Printed name of traveler)

Stephen M. Smith
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/19/17
(Date)

Angus King
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Stephen M. Smith

Employing Office/Committee: Office of Senator Angus King

Private Sponsor(s) (list all): United Nations Foundation (UNF)

Travel date(s): December 3-4, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): New York City (United Nations)

Explain how this trip is specifically connected to the traveler's official or representational duties:

An introductory visit and meetings with US and UN officials at the United Nations headquarters is relevant to my duties as foreign policy advisor to Senator King.

Name of accompanying family member (if any): 0

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

Nov 2, 2017
(Date)


(Signature of Employee)

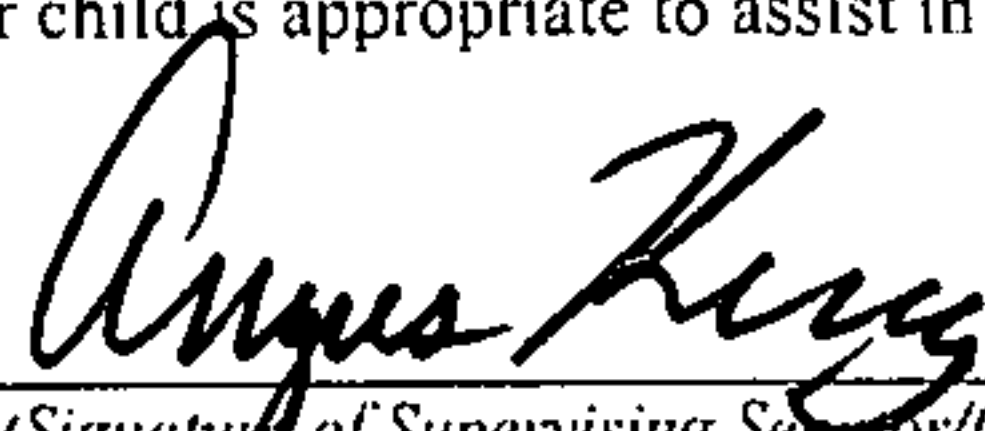
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, ANGUS KING hereby authorize STEVE SMITH
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

11/2/17
(Date)


(Signature of Supervising Senator/Officer)

Steve Smith
Foreign Policy Legislative Assistant
Office of Senator Angus King
133 Hart Senate Office Building
Washington, DC 20510

On behalf of the United Nations Foundation, I would like to extend an invitation to you to participate in an upcoming learning trip to United Nations Headquarters in New York on Sunday, Dec. 3 – Monday, Dec. 4.

The basic format of the trip is as follows: the delegation takes the train to New York on Sunday evening for a working dinner with a UN speaker. On Monday, we will participate in a series of meetings at the U.S. Mission to the UN and UN Headquarters where we will be briefed by senior U.S. and UN officials. We close the day with a working lunch with one last UN speaker, after which you will depart for DC on a 4pm train.

As we close out a critical year in the U.S.-UN relationship, we hope you will take this opportunity to learn more about the how the United Nations is working to advance U.S. foreign policy, national security, and economic interests around the world.

[Signature]

Peter Yeo
Vice President for Public Policy
United Nations Foundation

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The following staff have been invited to participate in this learning trip to United Nations Headquarters in New York because they work on issues concerning UN funding, foreign policy, national security, global health, humanitarian assistance, counterterrorism, women's rights, and related topics.

5. Afreen Akhter
Sen. Chris Van Hollen (D-MD)

**UN Foundation Congressional Staff Learning Trip to the United Nations
Sunday, December 3 – Monday, December 4, 2017**

Sunday, December 3, 2017

- 3:00PM Depart Washington, DC via Amtrak Acela #2256 (5:53 PM Arrival)
Location: Union Station
- 6:45PM Meet in hotel lobby for departure to dinner
Location: Westin Hotel, 212 E. 42nd Street, New York, New York 10017
- 7:00PM – 9:00PM **Working Dinner with Mr. Stéphane Dujarric, Spokesperson for United Nations Secretary-General António Guterres**
Location: Pampano, 209 E. 49th Street, New York, New York 10017

Monday, December 4, 2017

- 8:00AM Meet in lobby for departure to the U.S. Mission to the United Nations
- 8:30AM – 9:30AM **Working Breakfast with US-UN Representative Ms. Bindi Patel**
Location: U.S. Mission to the UN, 799 United Nations Plaza, New York, NY 10017
- 9:30AM – 10:00AM Depart U.S. Mission and walk across the street to United Nations HQ
- 10:00AM – 11:00AM **United Nations Guided Tour Lecture and Briefing**
Location: United Nations HQ
- 11:00AM – 12:00PM **Briefing by Mr. Mark Lowcock, Under Secretary General for Humanitarian Affairs and Emergency Relief Coordinator, UN Office for the Coordination of Humanitarian Affairs (OCHA)**
Location: United Nations HQ
- 12:00PM – 1:00PM **Briefing by Ms. Ninette Kelley, Director NY Office, UN Refugee Agency (UNHCR)**
Location: United Nations HQ
- 1:00PM – 2:00PM **Working Lunch with Mr. David Scharia, Officer-in-Charge Counter-Terrorism Committee Executive Directorate (CTED)**
Location: United Nations HQ
- 3:00PM Depart NYC 3:00PM via Amtrak Acela #2256 (5:53 PM Arrival)
Location: Penn Station

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
2. Description of the trip: Congressional Staff Learning Trip to the United Nations
3. Dates of travel: Sunday, Dec. 3, 2017
4. Place of travel: Monday, Dec. 4, 2017
5. Name and title of Senate invitees: Please see attached.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

UNF is the sole sponsor of the trip, organizing all aspects of the program and logistics. UNF handles all outreach to congressional staff and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This trip provides an opportunity for congressional staff to visit the UN and U.S. Mission to the UN to take part in meetings with UN and U.S. officials on a variety of critical international issues.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

UNF regularly sponsors domestic and international congressional learning trips to observe and learn more about the UN's work on a variety of vital topics. From 2013-2017, UNF organized trips to NYC, Atlanta, Liberia, Cameroon, South Sudan, Rwanda, Tanzania, and the Central African Republic.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers, businesses, NGOs, and the general public about the UN's role in advancing U.S. interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$336	\$280	\$110	\$20 for UN tour

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged specifically WITH regard to congressional participation.

18. Reason for selecting the location of the event or trip

This trip will bring participants to UN Headquarters and the U.S. Mission to the UN, which are located in New York City.

19. Name and location of hotel or other lodging facility:

Westin Grand Central, New York City

20. Reason(s) for selecting hotel or other lodging facility:

This hotel was chosen because of favorable cost and location.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging and meal expenses will be below the daily maximum per diem rates for official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

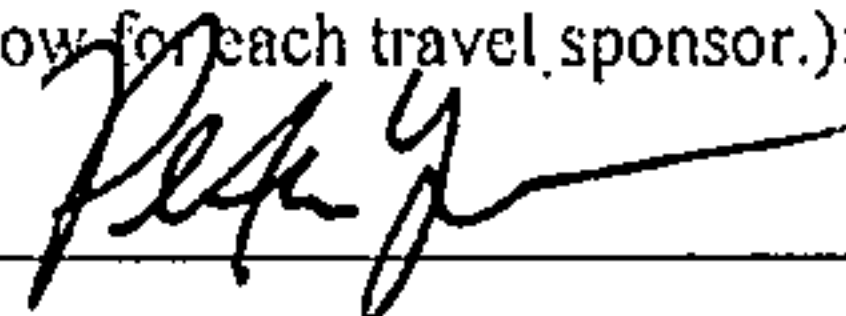
Staff will travel to/from NYC via Amtrak Acela train.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Peter Yeo, Vice President for Public Policy

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW, Suite 300, Washington, DC 20006

Telephone Number: 202-887-9040 (please ask for Troy Wolfe)

Fax Number: 202-887-9021

E-mail Address: twolfe@unfoundation.org